

JOB DESCRIPTION

1. ORGANISATION			
Post Title	First Aid Project Lead	Job Desc No.	FA/01/2026
Location	Lossiemouth	Accountable To	Chief Executive Officer
Salary	Real Living Wage (pro rata)	Hours per week	24 hours (flexible working) Some weekend working will be required
Duration	Permanent	Terms	Part-time
Our Vision Outfit Moray aims to make a difference to the lives of others, by actively developing the potential of young people, their families and communities, through accessible and affordable outdoor learning and adventure: encouraging life skills and improving physical and mental health.			
Our Mission At Outfit Moray, we create sustainable, life-changing opportunities for young people through outdoor learning and adventure. By building confidence, resilience, and essential life skills, we empower young people to reach their full potential. Our commitment to long-term sustainability ensures we can continue to support future generations and strengthen communities.			
2. JOB PURPOSE			
To support Outfit Moray operations by efficiently generating unrestricted funds through social enterprise First Aid & Mental Health First Aid training courses and Event First Aid cover.			
3. MAJOR TASKS			
3.1. Marketing First Aid & MHFA training and Event First Aid cover and securing bookings. 3.2. Liaison with venues for training course bookings. 3.3. Liaison with Event Organisers to plan Event First Aid cover. 3.4. Delivery of First Aid & MHFA training courses and Event First Aid cover. 3.5. Remain up to date with changes to first aid protocols. 3.6. Managing Volunteers. 3.7. Maintain a positive and supportive culture.			

4. REPORTING RELATIONSHIPS
<pre> graph TD BOTD[Board of Trustees (Directors)] --> CEO[CEO & Company Secretary] CEO --> OLP[Outdoor Learning Project Lead (Lead Instructor)] CEO --> BRD[Bike Revolution (Delivery) Project Lead] CEO --> BRE[Bike Revolution (Enterprise) Project Lead] CEO --> FAS[First Aid Services Project Lead] CEO --> FB[Fundraisers Business Support Admin Finance] OLP --> OLP_Staff[Instructors Operational Support Admin Trainees/Volunteers Drivers] OLP_Staff --> SO[Stores Operatives] BRD --> BRD_Staff[Instructors Trainees Volunteers] BRE --> BRE_Staff[Mechanics Trainees Volunteers] FAS --> FAS_Staff[First Aid Instructors First Aid Volunteers] FB --> FB_Staff[Volunteers] </pre>
5. ACTIVITIES
5.1. Marketing First Aid training and Event First Aid cover and securing bookings
5.1.1. Develop marketing strategy for First Aid training and Event First Aid cover. 5.1.2. Market courses and cover. 5.1.3. Tender for First Aid contracts. 5.1.4. Collate evaluation and feedback to support marketing and course development. 5.1.5. Develop the range of courses that we are able to offer according to current trends and community requirements.
5.2. Liaison with venues for training course bookings
5.2.1. Establish relations with Moray Sports Centre and other potential training venues. 5.2.2. Conduct routine communication to enable planning of training delivery. 5.2.3. Secure alternative venues as required to support training delivery
5.3. Liaison with Event Organisers to plan Event First Aid cover
5.3.1. Establish relations with local event organisers. 5.3.2. Provide logistical planning advice for Event First Aid cover. 5.3.3. Quote for Event First Aid cover. 5.3.4. Prepare administrative instructions for the delivery of Event First Aid cover.
5.4 Delivery of First Aid training courses and Event First Aid cover
5.4.1. Book First Aid instructors for training delivery. 5.4.2. Prepare course documentation packs for instructors. 5.4.3. Store, service and maintain training equipment for availability. 5.4.4. Deliver training and/or manage Event First Aid cover as required. 5.4.5. Book staff and volunteers for Event First Aid cover as required.

5.4.6. Ensure all arrangements for effective Event First Aid cover are in place and all staff/volunteers are briefed accordingly.
5.4.7. Ensure the master activity programme is kept up to date with courses/event cover.
5.4.8. Ensure all first aid activity is entered into the Upshot system and registers are submitted.
5.4.9. Liaise with Worksafe Training Systems (Awarding Body), ensuring that instructors maintain currency for the Awarding Body.
5.5 Remain up to date with changes to first aid protocols
5.5.1. Horizon scan for changes to first aid protocols.
5.5.2. Ensure first aid instructors are informed of changes.
5.5.3. Arrange a yearly CPD event for first aid instructors to ensure quality assurance of course content and best practise for delivery.
5.5.4. Ensure first aid instructors remain in date for qualifications.
5.6 Managing Volunteers
5.6.1. Maintain communications with First Aid volunteers.
5.6.2. Encourage volunteers to support Event First Aid cover.
5.6.3. Be the main point of contact for First Aid volunteer feedback.
5.6.4. Ensure first aid volunteers remain in date for qualifications.
5.7 Maintain a Positive and Supportive Culture
5.7.1. Address challenging behaviour in young people by developing a culture where positive behaviour is the norm.
5.7.2. Work with staff and volunteers to, as far as possible, align values and beliefs and support positive attitude and behaviour.
5.7.3. Create a positive environment where people are valued and supported.
5.7.4. Support the team and attend meetings and reviews.
5.7.5. Be clear on the vision and purpose, understand the charitable work of Outfit Moray and associated aims and be familiar with the 'elevator pitch'.
5.7.6. Celebrate success.
5.7.7. Live the Outfit Moray values.
6. WORKING CONDITIONS (some basic information for this post)
6.1. Working week – 24 hours per week (flexible working & some weekend working).
6.2. Annual Holiday – 37 days (pro rata) including a two week break for Christmas and New Year.
6.3. Support and supervision is provided by the Chief Executive Officer.
6.4. Training and development opportunities may be provided as appropriate, including potential to become a qualified First Aid Instructor.
6.5. Workplace pension scheme (3% employer and 5% employee contribution).
6.6. A group life insurance scheme is provided (death in service payment of 2 x annual salary).
7. DISCLOSURE
This Post is subject to an Enhanced Disclosure Scotland check and membership of the PVG (Protecting Vulnerable Groups) Scheme, the results of which might impact on your suitability to work in this post.

8. NOTE
This Job Description is intended to give applicants a reasonable overview of the job, what it involves and how we work. It is not intended as an exhaustive list of every aspect of the post-holder's duties.